



Smithsonian Scientific Diving Program

Employee Diver Check-list

(rev. 07Mar23)

SI Employees must meet specific requirements in order to dive under the auspices of the Smithsonian Institution. Below is a check-list to assist in assuring all requirements are met and necessary documentation is complete.

Employee Name: _____ Email: _____

SI Supervisor: _____ SI Unit: _____

Check-list Completion Date: _____ Notes: _____

Item	Resource Info	Document
<input type="checkbox"/> Smithsonian Supervisor Approval	Enter Supervisor Information into Profile in DecoStop	
<input type="checkbox"/> Diving included in your performance plan	Supervisor	Annual Performance Plan
<input type="checkbox"/> Minimum of 25 open water dives	Submit Dive Logs	Your log books or other records
<input type="checkbox"/> Dive Certification Level meets SDP Minimum Standards see https://dive.si.edu/minimum-diving-standards	Diving Officer or SCUBA Certifying Agency	VOT or Recreation Certification Cards
<input type="checkbox"/> SDP Dive Application	SI Unit Diving Officer	New Diver Application Form
<input type="checkbox"/> Diving Medical Clearance	DecoStop / Medical Clearance	SDP Diving Medical Packet SI-OHS DMO signature required
<input type="checkbox"/> SDP Swim Test	SI Unit Diving Officer	Check-out Dive Procedure
<input type="checkbox"/> SDP Check-out Dive	SI Unit Diving Officer	Check-out Dive Procedure
<input type="checkbox"/> SDP Written Exams	SI Unit Diving Officer	Core Knowledge, Computers, Policy, & Tables
<input type="checkbox"/> Equipment Service (annually)	Dive Shop	Service Records
<input type="checkbox"/> Diving First Aid Training (practical annually)	Divers Alert Network or equivalent	Divers First Aid for Professional Divers or equivalent course certification card
<input type="checkbox"/> Minimum of 12 dives in past year and 1 dive within 6 months or recent check-out dive	Submit Dive Logs	Your log books or other records and (if applicable) proof of recent check-out dive
<input type="checkbox"/> Dive Buddy	Dive buddies must meet or exceed SDP Minimum Standards	Lead Diver is responsible for ensuring dive buddies are qualified
<input type="checkbox"/> Dive Plan	Submitted 6 weeks in advance of diving start date	DecoStop / My Plans

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